



Residence Permit Instructions - New Student With Current Dutch Residence Permit

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Do I need to change or update my Dutch residence permit?

Do you have a current Dutch residence permit and are you about to start studying at Leiden University? If so, you must ask Leiden University to request a change/update to your residence permit from the Dutch Immigration Department (IND) in the following situations:

- If you have a residence permit issued for a purpose *other than* 'study' (for example residency for employment) and this purpose will no longer be valid once you join Leiden University.
- If you have a student residence permit obtained via a different Dutch educational institution.

Am I eligible to request a change/update to my permit?

You can ask Leiden University to request a change/update to your residence permit once you have:

- Familiarised yourself with the [obligations for student residence permit holders](#)
- Met your conditions of admission (including any English requirements)*
- Submitted certified copies of your academic records*
- For study programmes with limited places - *mentioned on your decision statement if applicable*: been allocated a place on the programme
- For bachelor's programmes with compulsory matching - *mentioned on your decision statement if applicable*: completed the matching module

*Are you admitted on condition of submitting a diploma that has not yet been issued? For information on steps to take, see the [FAQ for master's students](#) or [FAQ for bachelor's students](#).

What is the deadline and how long does it take?

The deadline for submitting your request to Leiden University is:

- 1 June: programmes starting in September*
- 1 December: programmes starting in February*

* *Need a family visa? Notify the visa team via [the contact form](#) by 15 Apr (Sep start) or 15 Sep (Feb start), then apply by the earlier deadline of 1 May (Sep start) or 1 Oct (Feb start).*

Upon receipt, Leiden University will submit your request to the Dutch immigration department (IND). You will generally have to wait about *2 to 4 weeks* for the IND to approve your request.



How do I request a change/update to my residence permit?

Follow the steps below to request a change to your residence permit:

1. Carefully read '[Appendix I: Obligations for residence permit holders](#)' before starting your request.
2. Start preparing the required items for your request well in advance.
3. Shortly after admission, you will receive an email instructing you to apply for one of the following in the online application system (uSis):
 - **New residence permit:** If your current residence permit is *not* for the purpose of 'study'.
 - **Residence permit extension:** If you have a student residence permit obtained via a different Dutch university that will soon expire.
 - **Transfer of place of study:** If you have a student residence permit obtained via a different Dutch university that will *not* soon expire.
4. Log into uSis and provide/upload the required documents (see section below).
5. Pay the visa/residence permit fee of €228 (2024)* (only if requesting a new permit or extension):
 - online within uSis
 - or by bank transfer - see '[Appendix II: Bank transfers](#)'
6. After receiving your application, Leiden University will submit your request to the [Dutch immigration department \(IND\)](#)

**Fee set by the Dutch immigration department (IND) and subject to annual change.*

Required documents

Provide the following in uSis:

- Copy of your valid passport (all pages with personal data, visas or entry/exit stamps)
- Copy of both sides of your current residence permit
- Copy of your current health insurance policy
- Signed [Antecedents Certificate](#) (only if requesting a new permit or extension)
- Proof of sufficient funds for tuition fee and living expenses (see section below)



Proof of sufficient funds for tuition fee and living expenses

For tuition fee

Upload the following items as applicable:

- If you will pay your own tuition fee: a bank statement in your name that meets all the [criteria for bank statements/scholarship letters](#).
- If a scholarship provider will pay your tuition fee: a scholarship letter that meets all the [criteria for bank statements/scholarship letters](#).
- If another third party will pay your tuition fee: a bank statement in their name that meets all the [criteria for bank statements/scholarship letters](#) AND a written statement confirming that they will pay your tuition fee, preferably using [this template](#).

For living expenses

How much is sufficient?

You must demonstrate that you have sufficient funds for the upcoming 12 months of studies (or for the duration of your studies if less than 12 months).

The official amount, as determined by the Dutch Ministry of Justice, is:

- Student: €1250 per month / €15,000 for one year (2024)*
- Student plus partner and/or children: €1,900 per month (2024)*

*Subject to annual change

There are three ways of demonstrating that you have sufficient funds for living expenses. Select one of the following methods:

- **Transfer of funds to Leiden University** (*quickest/preferred method*)
Transfer sufficient funds for your living expenses to Leiden University. See instructions in [Appendix II: Bank transfers](#). After you have done so:
 - Upload a copy of the bank transfer receipt in uSis
 - After arrival, [request a refund](#) of funds into your Dutch bank account
- **Bank statement in your own name**
Upload a copy of a bank statement in your own name in uSis. Your statement must show sufficient funds and meet all the requirements listed under '[Criteria for bank statements/scholarship letters](#)'. Note that if someone else is sponsoring you, they must transfer the funds into your account.
- **Scholarship letter**
Upload a copy of a scholarship letter in uSis. Your letter must show sufficient funds and meet all the requirements listed under '[Criteria for bank statements/scholarship letters](#)'.



Criteria for bank statements/scholarship letters

Your bank statement must meet all the following criteria:

- On letterhead paper and bearing an official stamp or the signature of a bank representative
- In English, Dutch, French or German
- States the account holder, number, balance and currency type
- Funds are readily available, i.e. not shares, investments or trust funds
- Less than three months old, with the date of issue clearly stated
- States the bank's address, phone number and a contact person (preferably one who speaks English)
- Chinese 'certificates of deposit' cannot be accepted

Your scholarship letter must meet all the following criteria:

- Issued by a government ministry or organisation, or an accredited scholarship provider
- On letterhead paper
- States the name, address and telephone number of the scholarship provider
- In English, Dutch, French or German
- States your full name and date of birth
- States the amount of money you will receive per month, or the total amount of the scholarship - plus currency type
- States the exact start and end date of the scholarship (day/month/year)
- If the scholarship amount is not sufficient: demonstrate you have sufficient funds to make up the shortfall, either by transferring funds to Leiden University's bank account and submitting a copy of the bank transfer receipt (see [Appendix II Bank transfers to Leiden University](#)), or by submitting an additional bank statement (see criteria for bank statements above)

If your bank statement or scholarship letter does not meet all requirements, you will be asked to submit a new one. As this can be very time consuming, we advise students to demonstrate sufficient funds by way of bank transfer if at all possible. Note that in certain circumstances, you may be asked to send a hardcopy of your bank statement or scholarship letter by post at a later date.



What happens after I submit my request?

Leiden University will let you know by email once the IND approves the change to your residence permit. This will generally take about 2 to 4 weeks.

Next steps: new permit and extension requests only!

- After submitting your request, sign up for a biometric data appointment. During this appointment, the Dutch immigrations department (IND) will again record your photo and fingerprints. Your new residence permit cannot be issued until your biometric data has been recorded again, so make an appointment as soon as you can via the [biometric data appointment page](#).
- Two to four weeks after your appointment, you will receive an email inviting you to collect your residence permit.

Further information

- On the [student website](#) you can find extensive information for student residence permit holders. For example, working with your student permit, what to do if you lose your permit, your continuing obligations and extending your stay.
- You are also welcome to contact the visa team via their [contact form](#), or by dropping by during their weekly consultation hours. See the visa team's contact information on the [student website](#).



Appendix I: Obligations for residence permit holders

As a student residence permit holder you must meet a number of obligations during your stay. Familiarise yourself with these obligations *before* requesting a change/update to your Dutch residence permit:

- **Town hall registration**
You must remain [registered at a Dutch address with your local town hall](#) and notify the municipal authorities of any address changes during your stay.
- **Insurance**
You are obliged to have sufficient health insurance coverage during your entire stay. The type of policy you need depends on the coverage you require and whether you will work or do a paid internship alongside your studies. Read more on the [health insurance page](#).
- **Valid residence permit at all times**
Your student residence permit will be issued for the duration of your study programme plus 3 months. You are obliged to leave the country before your permit expires, unless you have arranged residency on other grounds. If you start a new programme or need more time to complete your studies, you must extend your residence permit in good time.
- **Academic obligations**
You must remain registered as a full-time student of Leiden University and obtain at least 50% of the required study credits per academic year. Exceptions can only be made in cases of proven exceptional personal circumstances. If you are following a standard pre-master programme, you must complete it within 1 year. If you are following a short pre-master programme, you must complete it within 1 semester.
- **Sufficient funds**
You must have sufficient funds at your disposal at all times. You will be asked to [demonstrate sufficient funds](#) both for your initial visa/residence permit application, and before each subsequent year of study.

Leiden University is obliged to notify the IND if you make insufficient academic progress or have insufficient funds, which may result in the cancellation of your permit. This is in accordance with the [Code of Conduct governing International Students in Higher Education](#).



Appendix II: Bank transfers to Leiden University

When transferring funds to Leiden University, always state the nature of the transfer, followed by your seven digit student number and name, as follows:

- When paying the residence permit fee: **VVR fee S000000 First name Family name**
- When transferring living expenses: **Living Expenses S000000 First name Family name**

Bank account details:

Account holder: Leiden University
Account number: 1606.32.285
Bank name: Rabobank
Address: Schipholweg 105, 2316 XC Leiden, Netherlands
Account holder: Leiden University
BIC/SWIFT: RABONL2U
IBAN: NL95RABO0160632285

Be aware that you are liable for any bank charges incurred.

Disclaimer

Leiden University retains the right to refuse to apply for a student visa/residence permit if there are significant concerns about the applicant's intended purpose of stay in the Netherlands. The Dutch immigration authority may impose additional requirements for visa/residence permit applications, which may result in a longer processing time. Leiden University cannot be held responsible for delays of this nature.